



To whom it may concern:

Alliant Property Management utilizes Strongroom to process accounts payable invoices. Please follow the instructions below to forward invoices directly to Strongroom.

**Strongroom will only accept invoices in PDF format.** JPGs, PNG, Excel, Word, HTML, Doc., or emails with links to download the invoices are NOT ACCEPTABLE formats and will not be uploaded into Strongroom. **PDF DOCUMENTS ARE THE ONLY ACCEPTABLE FORMAT WHICH CAN BE SUBMITTED.**

**Accounts payable can only be paid from an invoice.** Statements, estimates and proposals will not be accepted and can **delay the issuance of payment for goods/services.**

To process accounts payable, the **Association** for which the goods/services is provided must be clearly stated i.e., "" **Association Name, c/o Alliant Property Management**" MUST BE the format in which you submit your billing. **Do not abbreviate the name of the association for which you are submitting an invoice. The data entry personnel at Strongroom do not recognize abbreviations. Failure to comply with this format, can delay or negate your request for payment.**

Invoices in PDF format can be forwarded to: [alliantinvoices@payableslockbox.com](mailto:alliantinvoices@payableslockbox.com). It is not necessary to include any additional information in the email or in the subject line. If you receive an invoice via email, it can be forwarded directly to the [alliantinvoices@payableslockbox.com](mailto:alliantinvoices@payableslockbox.com) email.

More than one pdf can be attached to the email; however, "EACH" pdf needs to be its own separate invoice. Five invoices cannot be sent as one attachment. Five invoices would require five separate pdf files to be attached to the email. Do not send the same invoice multiple times. If you are concerned about the receipt of the invoice, you can contact the Accounts Payable team at Alliant's office to confirm.

The regular/postal mail address for invoices:

**"Association Name"**

Dept 567 – Alliant Property Management LLC

PO Box 4579

Houston, TX 77210-4579

We have attached a slide to provide your company with multiple payment options.

If you have any questions, please feel free to contact our offices at 239-454-1101.

Best Regards –

Alliant Property Management Accounts Payable

13831 Vector Avenue  
Fort Myers, FL 33907  
Office: 239-454-1101  
Fax 239-454-1147

The Team Approach To Association Management  
Visit the Alliant web site: [www.alliantproperty.com](http://www.alliantproperty.com)